

Upload/Add a File to the Website:

When you want to upload and link a new file to a page, scroll down to the “Add File” or “Upload Order/ Notice” section depending upon the content you are adding to the site.

Upload Order *

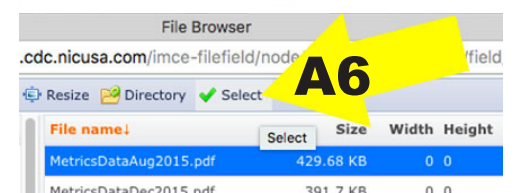
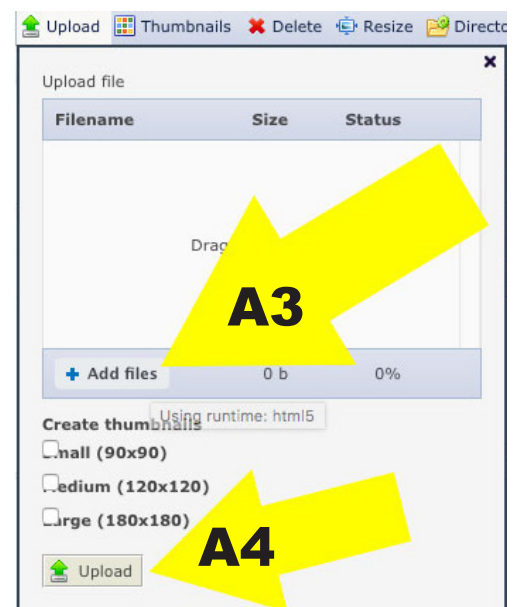
 [Open File Browser](#)

1. Click on the blue “Open File Browser” link (pictured above)
2. By default, the file browser remembers the last directory you were in. To back out of that directory, simply click on “doc” or click on the directory you want to expand.



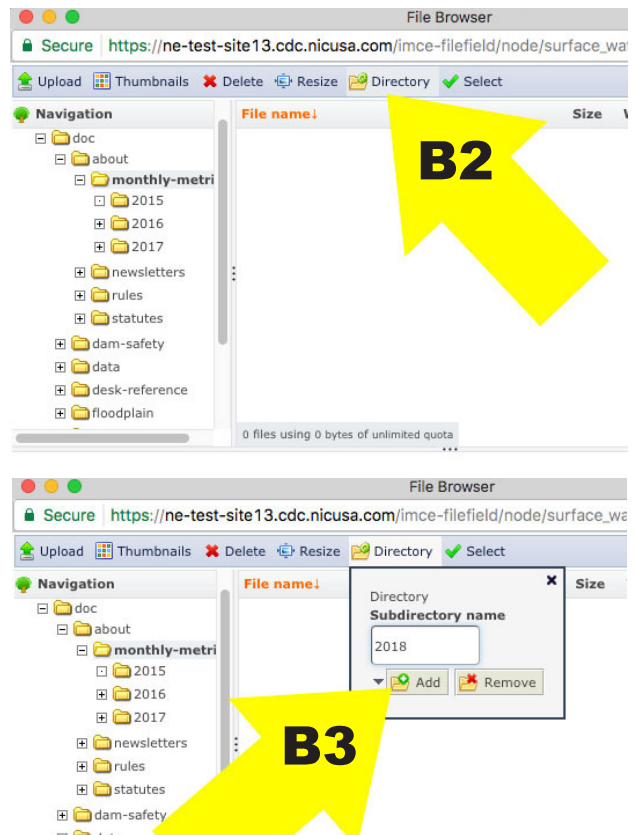
A. To upload a new file:

1. IMPORTANT - click on the directory you want to upload the file in or create a new directory (see step B.)
2. Click the “Upload” button with the green arrow next to it pointing up
3. Click the “+ Add files” button to select the file(s) you want to upload
4. Click the “Upload” button at the bottom of the popup box
5. Click on the file(s) you want to add to the page you are editing
6. Click the “Select” button
 - a. If you are adding the file to an order or notice page you can finish the page & save.
 - b. If you are adding the file to any other page you will see a description field where you can enter what you want the link to the file to be (what you users will click on) and click the “insert” button to add it to the page above where you cursor is.



B. Create a new directory:

1. IMPORTANT - click on the directory you want to add a new directory in. For example, if you want to add a new year to an existing directory be sure to select the correct directory
2. Click the "Directory" button and add the name of the directory you want to create
3. Click the "Add" button
4. Upload files to the new directory (using the steps explained earlier in this guide)



Replace an Existing File on the Website:

It is important to replace any existing document on your website with the new one, keeping the EXACT SAME FILE NAME as the old document. This will ensure that the document is updated on EVERY page it is linked up on.

C. Replace a File:

NOTE: You can replace files by editing a page directly or the easier way is to go to your log in page (click on the "hello [your user name here] button next to the log out button in the black admin toolbar at the top right of the website. This example will show the user page method.

1. Navigate to your user page by clicking on the "hello [your user name here]" button at the top right of the website.
2. On your user page, click on the "File browser" link.
3. Next, you will see the File browser where you can navigate to the directory (folder) that you want to replace the file in.
 - a. Don't know what directory the file is in but you have the link to the file on the website that needs to be replaced? You can use the URL to figure out what directory (folder) the file is in.
See the yellow highlighted path pictured below.

https://dmv.nebraska.gov/sites/dmv.nebraska.gov/files/doc/fr/forms/IID_Incident_Report.pdf



b. IMPORTANT: It is essential that if you are replacing the file and want the file to be updated on all pages that it currently exists, you **MUST** make sure that the file you plan to upload to replace is named **EXACTLY** the same as the old. This must be completed before you upload the file in step 5 below.

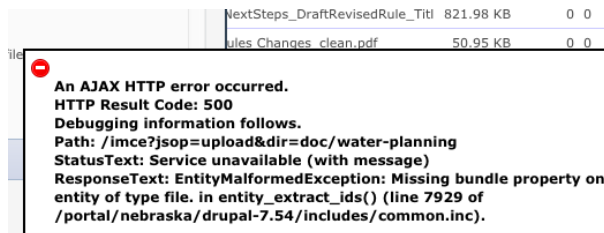
4. Navigate to the directory of the file you want to replace.

5. Click the “Upload” button with the green arrow next to it pointing up.

6. Click the “+ Add files” button to select the file(s) you want to upload

7. Click the “Upload” button at the bottom of the popup box

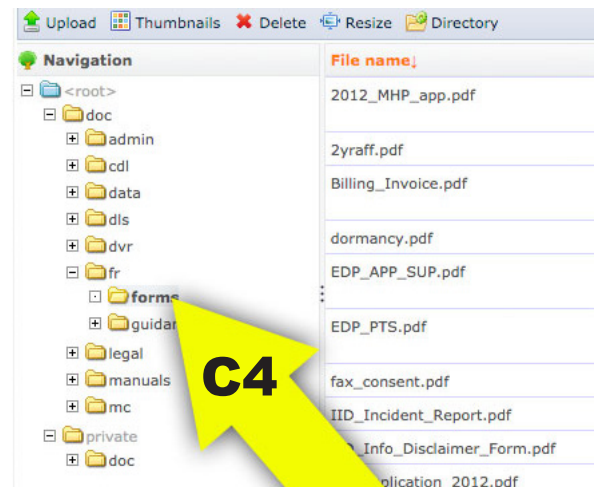
8. You will see a quick alert appear (pictured below) that may look like an error. This is not an error, it means you successfully replaced the file.



9. If you would like to confirm that the file has been replaced, you can do one of the following:

a. Double click on the file that you just uploaded. That will open the file in a new tab. If you have recently looked at the file you may need to refresh the page to see the updates.

b. Refresh the directory (folder) by clicking on the parent folder. Navigate to the file you replaced and confirm that the date in the “Date” column on the far right has been updated to when you replaced the file.



NOTE: Pictured above is an example, your path to replace a file may differ.

